

July 1, 1999

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PRINCIPAL SURVEY AIDE**

**DEFINITION:**

Under general supervision, to act as the instrument operator for a variety of construction and location surveys; to act as chief of a small survey party; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Operates transit and level, and electronic survey (i.e., Total Station and Global Positioning Systems [G.P.S.]), on a variety of survey work;
- Determines lines, angles, distances, and elevations;
- Assists the party chief in making calculations using computers and hand held programmable calculators;
- Downloads and processes Electronic Survey data from Data Collector or computer;
- Calculates coordinates using hand-held laptop or office computers;
- Acts as chief of party of a small crew on routine jobs;
- In the absence of the party chief, may be responsible for a large party;
- Operates and adjusts all types of precision surveying instruments;
- Keeps survey and construction notes;
- Draws sketches, reviews CAD survey drawings;
- Cleans and adjusts transits, levels, and other survey instruments;
- Trains and directs survey aides;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of full-time experience on a land survey crew. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.